



United States Court of Appeals
for the Seventh Circuit
219 South Dearborn Street
Chicago, Illinois 60604

2021-13
08/04/21

POSITION VACANCY

Position: ASSISTANT CIRCUIT EXECUTIVE FOR LEGAL AFFAIRS

Salary Range: CL 30 – CL 31 (\$96,590 – \$172,500)
Placement is dependent upon background and qualifications

Closing Date: Open Until Filled

Position Overview:

The Circuit Executive's Office, located in the Everett McKinley Dirksen U.S. Courthouse in Chicago, Illinois, provides policy development, administrative, and technical and staff support to the Chief Judge and Judicial Council of the Seventh Circuit; the United States Court of Appeals for the Seventh Circuit; and the district and bankruptcy courts, probation and pretrial offices, and federal defender services within the Seventh Circuit.

The Assistant Circuit Executive (ACE) for Legal Affairs reports directly to the Circuit Executive. The incumbent assists and advises the Court on the administration and processing of complaints filed under the Judicial Conduct and Disability Act. In addition, the ACE for Legal Affairs responds to inquiries from judges regarding legal and ethical issues. The incumbent also provides legal and administrative support to the Judicial Council of the Seventh Circuit, which oversees the administration of court business in the district and bankruptcy courts in Illinois, Indiana, and Wisconsin.

Duties:

- Provides the Court with procedural and substantive legal advice regarding the disposition of cases relating to judicial conduct and disability complaints.
- Reviews, analyzes, and prepares legal responses and correspondence regarding judicial conduct complaints.
- Performs review of individual court plans, such as speedy trial act plans; plans on jury selections; criminal justice act plans and guidelines; model jury instructions and civil justice reform act plans, to ensure compliance with statutes, federal and local rules and Judicial Conference and Judicial Council policies.
- Performs review of district and bankruptcy court rules of practice.
- Conducts legal research and prepares legal memoranda for the Seventh Circuit Judicial Council and Court of Appeals.
- Responds to direct inquiries from judges and judicial staff on a wide variety of subjects, including legal questions on the reporting requirements under the Ethics Reform Act and protocol issues.
- Other duties, as assigned.

Qualification Requirements:

- A Juris Doctor degree from an accredited law school.
- Three years of specialized experience, including at least one year at, or equivalent to the next lower grade in federal service. Specialized experience consists of progressively responsible experience in the practice of law, in legal research, legal administration, or equivalent experience, gained after graduation from law school.
- Maturity, good judgment, high ethical standards, and a positive work attitude.
- Substantive and procedural knowledge of matters relating to complaints filed under the Judicial Conduct and Disability Act; ability to analyze complex legal questions and provide proposed solutions; superior written and oral communication skills; demonstrated proficiency in legal research; organizational skills; the ability to work quickly and accurately, and to prioritize among competing demands.

Benefits: Benefits include eleven paid holidays, paid vacation and sick leave, participation in the Federal Employees Retirement System (FERS), Thrift Savings Plan (401k), and public transit subsidy. Benefits also include optional participation in the Federal Employees Health Benefits Program (FEHB), Federal Employees Group Life Insurance Program (FGLI), Flexible Benefits Program, Federal Long Term Care Insurance Program (FLTCIP), and Dental and Vision Insurance. Information can be found on the court's website under Human Resources at: www.ca7.uscourts.gov.

Information for Applicants:

- The successful candidate for this position will be required to undergo an FBI fingerprint check or five-year background investigation with updates every five years thereafter, depending on the position classification. Appointment is provisional and contingent upon the satisfactory completion of a background investigation.
- Application materials will be screened, and only selected applicants will be contacted for an interview. Due to the anticipated large response to this announcement, only those interviewed will be notified of the selection outcome.
- All information provided by applicants is subject to verification and background investigation. Applicants are advised that false statements or omission of information on any application materials may be grounds for non-selection, withdrawal of an offer of employment or dismissal after being employed.
- Applicants must be a U.S. Citizen or lawful permanent resident actively seeking citizenship.
- Travel expenses for interviews cannot be reimbursed.
- Employees of the U.S. Courts are required to use Electronic Fund Transfer (EFT) for payroll deposit.
- The U.S. Court of Appeals for the Seventh Circuit reserves the right to modify the conditions of this job announcement, to withdraw the job announcement, or to re-publish the job announcement without prior written notice.

Application:

Please email resume, with cover letter to:

ca7_hr@ca7.uscourts.gov

Attention:

Collins T. Fitzpatrick

Circuit Executive

Everett McKinley Dirksen United States Courthouse

219 South Dearborn Street - Room 2780

Chicago, Illinois 60604

THIS OFFICE IS AN EQUAL OPPORTUNITY EMPLOYER